

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Forms Approval</b>	
<b>Policy Number: MRP 06</b>	<b>Standards/Statutes: ARM 37.27.120</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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**PURPOSE:** To assure all forms used within the facility are standardized, approved by the supervisor and forms committee.

**POLICY:** Forms are to be standardized and approved by the supervisor of each department prior to submission for approval by the forms committee.

**PROCEDURE:**

- I. Forms need to be standardized by each department. All employees of each discipline will use the same forms. The forms committee will not accept forms from individuals (treatment counselors, mental health, medical staff, etc.).
11. The forms committee is comprised of the management staff. Forms submitted for approval will be reviewed during management meetings.
- II. When a new form or a revision of a current form is required, submit the form to your supervisor with justification for the new form or revisions for approval.
  - A. If the supervisor feels the form (or change) is necessary he/she will approve it and submit it with justification to the forms committee.
  - B. The forms committee will either approve or deny the form based on the justification for the form.
    1. Approved forms will be routed to Montana State Prison for printing.
    2. Copies of the form are not to be made on the Xerox machine.
    3. It will be the responsibility of the supervisor to assure that all staff in their department is using only current versions of forms.
    4. Outmoded forms should be removed from all offices and form storage areas to

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assure current forms are utilized by all.

Revisions: \_\_\_\_\_

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Approved By: \_\_\_\_\_      01/01/02  
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